

**INSTRUCTIONS FOR ALCOHOL DELIVERY PERMIT  
BY DISPENSER, RETAILER, CRAFT DISTILLER, SMALL BREWER or WINEGROWER**

The non-refundable application fee of \$300.00, must be enclosed or the application will be returned. **Keep a copy of the complete application packet for your records.** Checklist, located on last page, is used by ABC when submitted.

In obtaining a Permit for the Delivery of Alcoholic Beverages, Licensee agrees to the following:

- Delivery of alcoholic beverages shall only be made by an Employee who is at least twenty-one years of age, holds a valid server permit and holds a current/valid driver's license.
- An alcoholic beverage delivery permit is not transferable from person to person or from one location to another.
- Records for delivery purchases and age verification will be made available for inspection or audit, upon request.
- Hold and will continue to maintain a liquor liability endorsement not less than five million dollars (\$5,000,000).
- I understand that the Delivery Permit can be suspended or revoked if the Division finds that the establishment does not meet the eligibility requirements.

**Requirements and Restrictions:**

1. Alcoholic beverages delivered only in unbroken packages or growlers.
2. Payment received at the licensed premises only.
3. Price charged to deliver alcoholic beverage must not change from on premise charge; provided that a separate delivery fee may be imposed, and shall be disclosed to the customer at time of purchase.
4. Delivery sales and service of alcoholic beverages are the same as the hours of operation for the sale and service of food and alcoholic beverages at the licensed premises.
5. Shall not deliver an alcoholic beverage to a business, a commercial establishment, a college or university campus or a school campus that is not a home school.
6. Age verification shall be made at the Point of Sale and at time of Delivery of alcoholic beverages.
7. Delivery shall not be made to an intoxicated person or to a Minor.
8. While delivering alcoholic beverages, delivery permittee shall have in their possession, only alcoholic beverages that have been purchased for delivery.
9. While delivering alcoholic beverages, delivery permittee shall have in their possession, the original or an electronic or physical copy of the Permittee's Alcoholic Beverage Delivery Permit.
10. Delivery shall only be made to a person, 21 years of age or older and if unable, the delivery must be returned to the Establishment, and under no circumstance will delivery be left unattended. If for any reason, a delivery cannot be completed, the alcoholic beverages must be returned to the licensee, and the customer shall be refunded for the payment.
11. Liability: the Licensee, the ABC Licensed Third-Party Delivery Service and the Server delivering the alcohol may be separately liable for violations of the Liquor Control Act, including the delivery of alcohol to an intoxicated person or to a Minor.

**\*To renew your delivery permit, submit a new application with the required documents prior to the expiration date and include a copy of your permit.**





NMRLD

NEW MEXICO  
REGULATION &  
LICENSING DEPARTMENT

STATE OF NEW MEXICO  
MICHELLE LUJAN GRISHAM, GOVERNOR  
Clay Bailey, Superintendent  
Phillip A. Sanchez, Director

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1 year term: Dispenser and Retailer July 1<sup>st</sup> – June 30<sup>th</sup> | Craft Distiller, Small Brewer, Winegrower March 1<sup>st</sup> – February 28<sup>th</sup>

ABC USE ONLY Master Liquor License No. \_\_\_\_\_ Application /Permit No. \_\_\_\_\_

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- 5b UW\c ]WYj YfU YXY ]j YfmdYfa ]h]g'bchlfUbgZfUVYZca dYfgcb hc dYfgcb cf Zca `cbY`cW]cb hc Ubch Yf"
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- Hold and will continue to maintain a liquor liability endorsement not less than five million dollars (\$5,000,000).
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*You must sign before a Notary Public.*

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTARY PUBLIC USE ONLY:** (State of \_\_\_\_\_, County of \_\_\_\_\_)

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By Affiant: \_\_\_\_\_

Notary Public: \_\_\_\_\_

SEAL

My Commission Expires on: \_\_\_\_\_

**ABC USE ONLY:** Payment | \$ \_\_\_\_\_ Received on: \_\_\_\_\_ Receipt No. \_\_\_\_\_

APPROVED  DISAPPROVED , \_\_\_\_\_

**ASSIGNED PERMIT NO.** \_\_\_\_\_ **EXPIRES ON:** \_\_\_\_\_

**Renewal of Permit No.** \_\_\_\_\_ **Expires on:** \_\_\_\_\_

Reviewed, with copy sent to Licensee via  Email,  Fax,  1<sup>st</sup> class mail by: \_\_\_\_\_

Done this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_



# ALCOHOL DELIVERY PERMIT FOR DIS, Retailer, CD, SB, WG CHECKLIST

Final: Assigned PERMIT No. \_\_\_\_\_

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Filed on: \_\_\_\_\_ Assigned to Hearing Officer on: \_\_\_\_\_ Application/permit # \_\_\_\_\_

Applicant Name: \_\_\_\_\_

DBA Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person/Agent: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Page 1 complete  Yes  No \_\_\_\_\_

\$300.00 Application fee submitted  Yes  No \_\_\_\_\_

Master License No.: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Type of License:  Dispenser  Retailer  Craft Dispenser  Small Brewer  Winegrower

HOLDS?  Yes  No Type / Reason: \_\_\_\_\_

Copy of liquor liability endorsement not less than five million dollars (\$5,000,000). \_\_\_ Yes \_\_\_ No

**\*To renew your delivery permit, submit a new application with the required documents prior to the expiration date and include a copy of your permit.**

